

Professional and Managerial Branch
Code Compliance Group
Planning Series

ZONING ADMINISTRATOR

03/02 (REB)

General Purpose

Under direction, plan, direct and coordinate the application, review and enforcement of the zoning ordinances; coordinate, prepare, process and present zoning appeals to the zoning board of adjustment.

Typical Duties:

Coordinate the application, review and interpretation of zoning ordinances. Involves: Conduct plan review of permit applications, plan review of planned projects and facilities for compliance with zoning ordinances. Provide technical training and support to Building Services Department employees. Provide technical support and code interpretation to architects, engineers, contractors, developers, city departments, Mayor and City Council and the general public. Coordinate zoning ordinance requirements with fire prevention division, City-County Health department and state agencies.

Oversee section administrative support and development. Involves: Meet with developers, businesses, business leaders, attorneys, real estate agents, brokers, concerned citizens, community groups or associations, and politicians regarding application of zoning ordinances to specific existing or planned projects or facilities. Research and investigate proposed projects and facilities. Prepare Zoning Verification Letters or reports. Review existing codes, and take the lead role in preparing and proposing changes and new codes. Provide technical support to City commissions and boards. Participate in deliberations of City commissions and boards. Review appeals to the Zoning Board of Adjustments. Prepare departmental recommendation regarding planned appeals and technical support to the Zoning Board of Adjustment.

Prepare applications as a special exception or variance for presentation to the Zoning Board. Involves: Check drawings for compliance. Request maps for location of structure. Research history and legal status of cases. Locate mailing list for application area. Check letters for mailing to notify affected parties. Check application for advertising in newspaper. Receive and respond to calls for or against applicant's request. Complete agenda for meeting. Take pictures of each structure involved in application. Review applications with department management and legal department to receive recommendations. Present cases to Zoning Board for approval or denial. Record and check all results. Maintain official public files and records of all hearings.

Supervise assigned staff. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate sectional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of zoning codes and ordinances.
- Application of good knowledge of supervision, budget, and supervisory, policies, practices and controls.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate, and mediate issues.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with zoning ordinances, regulations and enforcement.
- Clear concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.

- Safe operation and care of motor vehicles or assigned city owned equipment.

Other Job Characteristics

- Occasional exposure to hazardous conditions or materials, chemicals, air and/or water borne pathogens during plan review, construction site and building inspections and during visits to photograph and document existing land and structures for the public records.
- Occasional exposure to irate members of the public.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in public or business administration, planning, urban development, architecture, engineering or related field, and four (4) years experience in building or zoning code enforcement, plan review, inspection, planning or other land development processing.

Licenses and Certificates: Zoning Inspector Certification by the International Congress of Building Officials or Southern Building Code Congress International within one (1) year of appointment. Texas Class "C" Driver's License or equivalent from another state.

Personnel Director

Department Head